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| |  | | --- | | **Rahul Singh** C:\Documents and Settings\SUJEET\My Documents\Downloads\IMG-20160917-WA0006.jpg | | **Date of Birth: 21st Sep, 1987** | |  |
| |  | | --- | | **Address** | | A-135, 2nd Floor, Raju Park, Deoli, Near Khanpur, New Delhi-110062  **Mobile:** +91-9999093701, E-mail: Singhrahul2007@yahoo.com | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | Being a tented, accomplished and highly organized candidate I am seeking a position of Operation Executive where I can use my extensive knowledge of handing and managing daily schedule tasks of a person I am assisting. | | |
| |  | | --- | | **Key Skills** | | * Good knowledge of all parts of M.S. Office → Word, Advance Excel, Power Point, Internet etc. * Good knowledge of Operating System: Windows 98 and Windows XP. * Good typing speed – 25 words per minute with 96% accuracy. | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | * **2014** * **2009** | MBA From Sikkim Manipal University  Graduation from Delhi University (DU), Delhi. | | * **2006** | Intermediate (12th) from C.B.S.E. Board, Delhi. | | * **2004** | High school (10th) from C.B.S.E. Board, Delhi | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | ***“Mohan Overseas Pvt Ltd”*** |  | | **Executive Assistant to Managing Director** | **Mar, 2018 to Till Date** | | * Produces information by formatting, inputting, editing text and data. * Drafting letters and documents; collecting and analyzing information; initiating telecommunications. * Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel. * Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries. * Maintaining all the personal accounts of the Director, * Contributes to team effort by accomplishing related results as needed. | |  |  |  | | --- | --- | | ***“VARRSANA ISPAT Limited”*** |  | | **Executive Assistant to CEO** | **April, 2014 to Feb, 2018** | | * Maintaining all the personal accounts of the CEO, * Correspondence via mail and e-mail, * Arranging for meetings for the CEO, * Co-ordination with all the departments, * Travel bookings (including International bookings) and Hotel bookings, * Assistance for Passports, * Banking related work * Looking after Cash Payments & Preparing Cash & Bank reconciliation statements at the end of every month * Assistance for overall office administration and also recruiting process, * Documentation, * Making monthly reports, * Order execution, Production Planning, Telemarketing, Purchases, * Day to Day Reporting to Directors via Voicemail & e-mail, | | | ***“EYL Limited”*** |  | | **Personal Assistant to Director** | **February, 2011 to March 2014** | | * Reading, monitoring and responding to the Director email, * Answering calls and handling queries, * Preparing correspondence and commissioning work on the Director behalf, * Liaising with staff, clients, etc., * Managing the electronic diary, booking meetings, * Taking dictation, * Planning, organizing and managing events, * Conducting research on the internet, * Preparing papers for meetings, * Managing and reviewing filing and office systems, * Typing documents, * Sourcing and ordering stationery and office equipment, * Assistance for Passports, * Banking related work * Travel bookings and Hotel bookings, | | | |
| |  | | --- | | **Languages Known** | | |  |  |  |  | | --- | --- | --- | --- | | * English | * Hindi |  |  | | |
| |  | | --- | | **Personal Details** | | |  |  |  | | --- | --- | --- | | * Father’s Name * Marital Status * Nationality * Conveyance | : Mr. Shoraj Singh  : Married  : Indian  : Own Bike & Car |  | |  |  | | --- | | **Declaration** | | * I am comfortable to work in any shifts. * I am confident of my ability to work in a team | |
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| |  |  |  |  | | --- | --- | --- | --- | | Date :  Place : New Delhi **(Rahul Singh)** |  |  |  | |  |  |  |  | |